

OFFICE OF THE SECRETARY OF STATE  
BEV CLARNO  
SECRETARY OF STATE  
JEFF MORGAN  
INTERIM DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
STEPHANIE CLARK  
DIRECTOR  
800 SUMMER STREET NE  
SALEM, OR 97310  
503-373-0701

**TEMPORARY ADMINISTRATIVE ORDER**  
INCLUDING STATEMENT OF NEED & JUSTIFICATION

**BLI 3-2020**  
CHAPTER 839  
BUREAU OF LABOR AND INDUSTRIES

**FILED**  
03/17/2020 11:20 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE  
& LEGISLATIVE COUNSEL

FILING CAPTION: Processing of Apprenticeship Program Minutes

EFFECTIVE DATE: 03/17/2020 THROUGH 09/12/2020

AGENCY APPROVED DATE: 03/17/2020

CONTACT: Erin Seiler  
503-382-7934  
Erin.Seiler@state.or.us

800 NE Oregon Street  
Suite 1045  
Portland, OR 97232

Filed By:  
Erin Seiler  
Rules Coordinator

**NEED FOR THE RULE(S):**

Due to COVID-19, social distancing measures, and limited onsite staffing.

**JUSTIFICATION OF TEMPORARY FILING:**

This is in response to the Governor's Executive Order 20-05 and instituting social distancing protocols, including strongly encouraging employees to telework. The need for the rule is that the Apprenticeship and Training Division (ATD) is required to process apprenticeship program minutes within the specified time frame. The rule is amended to extend the deadline for processing minutes because of: social distancing measures instituted because of COVID-19; limited staffing; and lack of teleworking and network infrastructure. The consequences that result from the failure to immediately adopt this rule is that ATD must continue to provide services to prevent harm to apprenticeship programs and apprentices.

**DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:**

No documents were relied upon.

AMEND: 839-011-0170

RULE SUMMARY: Create temporary rule extending deadlines for receipt of minutes from programs and the Division processing time.

**CHANGES TO RULE:**

839-011-0170

Apprenticeship and Training Committees - Meetings, Minutes Submission and Processing ¶

(1) Meeting requirements:¶

(a) Local committees shall hold at least two (2) physical meetings each year with a quorum of committee members in attendance to evaluate apprentices and conduct other committee business.¶

(A) All disciplinary actions require a physical meeting. Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, trainees, training agents or employers.¶¶

(B) Committees may vote to take all other actions by facsimile, e-mail or other electronic media if by-laws permitting such voting have been adopted.¶¶

(b) State committees should hold at least one (1) physical meeting every three (3) years to review guideline standards. Additional meetings may be called by the state committee chair, at the request of a majority of state committee members or at Council direction. A quorum of members must be physically present at meetings to vote on proposed revisions to guideline standards.¶¶

(2) As required in ORS Chapter 660.135(3), each committee secretary shall be responsible for the preparation, maintenance and submission to the Division of committee meeting minutes, including actions pertaining to apprentices and all supporting documentation.¶¶

(a) All committee meeting minutes shall be submitted in a format approved by the Division within twenty (20) working days of the meeting.¶¶

(b) All committee actions noted in meeting minutes shall be recorded and processed by the Division within fourteen (14) working days of receipt of the minutes a reasonable and practicable time frame.

Statutory/Other Authority: ORS 660.120(1)

Statutes/Other Implemented: ORS 660.120(1), 660.135(4)